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CURRENT
AFFAIRS
WITH MCQ'S EXPLANATION

ରାଜ୍ୟ କାତୀଯ ଆକ୍ରମଣୀୟ

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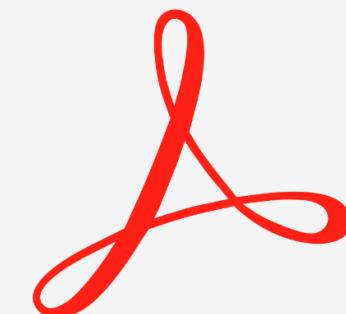
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FAQs

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31°C Mostly cloudy

Search

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FAQs

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What is MS Access?

- A) A word processing software**
- B) A spreadsheet program**
- C) A database management system**
- D) A presentation software**



Answer: C) A database management system**

What is the maximum size of an Access database file?

- a. 1 GB
- b. 2 GB
- c. 5 GB
- d. 10 GB

Answer: b. 2 GB

The screenshot shows the Microsoft Access 2010 interface. The ribbon is visible at the top with the 'Table Fields' tab selected. The status bar indicates the database is 'Database26' located at 'C:\Users\Del\Documents\Database26.accdb'. The main area displays a table named 'Table1' in Datasheet View. The table has one column named 'ID' and one row labeled '(New)'. The status bar at the bottom shows 'Record: 1 of 1' and 'No Filter'. The taskbar at the bottom includes icons for File Explorer, Edge, OneDrive, Microsoft Edge, Microsoft Store, Microsoft Word, Microsoft Excel, and Microsoft Access.

Which Access object is used to present data in a customizable format?

- a. Form
- b. Table
- c. Query
- d. Report



Answer: d. Report

Database26 : Database- C:\Users\Del\Documents\Database26.accdb (Access 2007 - 2016 file format) - Access

Shakti Prasad Nath

File Home Create External Data Database Tools Help Tell me what you want to do

View Cut Copy Format Painter

Paste Filter Ascending Selection

Descending Advanced

Remove Sort Toggle Filter

New Totals Spelling

Save All More

Refresh Go To

Delete Select

Find Text Formatting

All Access Objects Table1 Table1

Search... Tables Table1

Table1

Table1

Sunday, April 23, 2023

6:49:26 PM

ID

0

Page 1 of 1

Report View

Num Lock

Type here to search

Windows Start Task View Home Back Stop Refresh Microsoft Edge Microsoft Word Microsoft Excel Microsoft PowerPoint Microsoft Access

6:49 PM 4/23/2023

Database26 : Database- C:\Users\Shakti\Documents\Database26.accdb (Access 2007 - 2016 file format) - Access

Shakti Prasad Nath

File Home Create External Data Database Tools Help Tell me what you want to do

Application Parts v Templates Tables

Table SharePoint Design Lists v

Query Wizard Design

Form Design

Blank Form

More Forms v

Form Wizard

Navigation v

Report Design

Report

Blank Report

Labels

Report Wizard

Macro

Module

Class Module

Visual Basic

Macros & Code

All Access Objects < > Table1 Table1

Search...

Tables Table1

Table1

Sunday, April 23, 2023

6:49:26 PM

ID

0

Page 1 of 1

Report View

Num Lock

Type here to search

Windows Start

File Explorer

Microsoft Edge

OneDrive

PowerPoint

OneNote

Google Chrome

Word

Excel

PowerPoint

6:49 PM

4/23/2023

2

Which of the following is used to search for specific data in a table in Microsoft Access?

- a) Report**
- b) Form**
- c) Query**
- d) Table Design View**



Answer: c) Query

In one-to-many relationship the table in ‘one’ side is called

_____ and on ‘many’ side is called _____

- a. Child , Parent**
- b. Parent , Child**
- c. Brother , Sister**
- d. Father, Son**



Answer: B) Parent , Child

To create relationship between two tables

- a. drag the primary key of a table into foreign key of another table**
- b. drag the foreign key of a table into the primary key of another table**
- c. drag any field from parent table and drop on child table**
- d. Any of above can be done to create relationship**



Answer: c) drag any field from parent table and drop on child table

The size of Yes No field is always

- a. 1 bit**
- b. 1 byte**
- c. 1 character**
- d. 1 GB**



Answer: A) 1 bit

Database47 : Database- C:\Users\DELL\OneDrive\Desktop\27 WhatsApp_files\Documents\Database47.accdb (Access 2007 - 2016 file format) - Access

File Home Create External Data Database Tools Help Table Fields Table Tell me what you want to do

AB 12 Date & Time Name & Caption Data Type: Required
Short Number Currency Yes/No Default Value Format: Unique Validation
Text More Fields Memo

Views Add & Delete Properties Field Validation

All Access Obj...

Table1 ID (New)

Record: 1 of 1 No Filter Search

Datasheet View Num Lock

Type here to search

9:25 PM 28°C ENG 10/16/2024

Database47 : Database- C:\Users\DELL\OneDrive\Desktop\WhatsApp_files\Documents\Database47.accdb (Access 2007 - 2016 file format) - Access

File Home Create External Data Database Tools Help Table Design Tell me what you want to do

Views Primary Key Builder Test Validation Rules Modify Lookups Insert Rows Delete Rows Property Sheet Indexes Create Data Rename/ Delete Macro Relationships Object Dependencies Show/Hide Field, Record & Table Events Relationships

All Access Obj... < Search... Tables Table1

Table1 Field Name Data Type Description (Optional)

Field Name	Data Type	Description (Optional)
ID	AutoNumber	

Field Properties

The data type determines the kind of values that users can store in the field. Press F1 for help on data types.

General Lookup

Field Size	Long Integer
New Values	Increment
Format	
Caption	
Indexed	Yes (No Duplicates)
Text Align	General

Design view. F6 = Switch panes. F1 = Help. Num Lock

Type here to search

9:26 PM 28°C ENG 10/16/2024

Which of the following is not a type of relationship that can be applied in Access database

- a. One to One**
- b. One to Many**
- c. Many to Many**
- d. All of above can be applied**



Answer: D) All of above can be applied

A subset of characters within a data field is known as

- a. Record**
- b. File**
- c. Data string**
- d. Byte**



Answer: C) Data string

What is the purpose of a primary key in Access?

- a. To uniquely identify each record in a table
- b. To sort records in a table
- c. To display data in a table
- d. To delete records from a table



Answer: a. To uniquely identify each record in a table

Database47 : Database- C:\Users\DELL\OneDrive\Desktop\WhatsApp_files\Documents\Database47.accdb (Access 2007 - 2016 file format) - Access

File Home Create External Data Database Tools Help Table Design Tell me what you want to do

Views Primary Key Builder Test Validation Rules Modify Lookups Insert Rows Delete Rows Property Sheet Indexes Create Data Rename/ Delete Macro Relationships Object Dependencies Show/Hide Field, Record & Table Events Relationships

All Access Obj... Search... Tables Table1

Table1

Field Name	Data Type	Description (Optional)
ID	Yes/No	

Field Properties

General

Format	Yes/No
Caption	
Default Value	No
Validation Rule	
Validation Text	
Indexed	Yes (No Duplicates)
Text Align	General

The data type determines the kind of values that users can store in the field. Press F1 for help on data types.

Design view. F6 = Switch panes. F1 = Help.

Type here to search

9:30 PM 28°C ENG 10/16/2024



Which Access view is used to create and modify table structures?

- a. Datasheet view
- b. Design view
- c. PivotTable view
- d. Report view

Answer: b. Design view

The screenshot shows the Microsoft Access 2016 application window. The title bar reads "Database26 : Database- C:\Users\Del\Documents\Database26.accdb (Access 2007 - 2016 file format) - Access". The ribbon is visible with the "Home" tab selected. In the left pane, under the "View" section, the "Design View" option is highlighted. The main workspace displays "Table1" with one column named "ID" containing two rows of data: an empty row and a row with the value "0". The status bar at the bottom shows "Page 1 of 1", the date "Sunday, April 23, 2023", and the time "6:49:26 PM". The taskbar at the bottom includes icons for File Explorer, Edge, Mail, OneDrive, Powerpoint, and Excel.

Which Access object is used to retrieve data from one or more tables based on specified criteria?

- a. Form
- b. Table
- c. Query
- d. Report



Answer: c. Query



Which Access data type is used to store a date and time value?

- a. Text
- b. Memo
- c. Date/Time
- d. Number

Answer: c. Date/Time

The screenshot shows the Microsoft Access Table Design view. The table is named 'Table2' and has one field named 'ID'. The 'Data Type' dropdown menu is open, showing various options: AutoNumber, Short Text, Long Text, Number, Large Number, Date/Time, Date/Time Extended, Currency, AutoNumber (selected), Yes/No, OLE Object, Hyperlink, Attachment, Calculated, and Lookup Wizard... The 'General' tab of the Field Properties dialog is visible, showing 'Field Size' as 'Long Integer' and 'New Values' as 'Increment'. The status bar at the bottom left says 'Design view. F6 = Switch panes. F1 = Help.' The status bar at the bottom right shows the date and time as '6:51 PM 4/23/2023'.

All Access Objects

Tables

Table1

Table2

Field Name

ID

Data Type

AutoNumber

Short Text

Long Text

Number

Large Number

Date/Time

Date/Time Extended

Currency

AutoNumber

Yes/No

OLE Object

Hyperlink

Attachment

Calculated

Lookup Wizard...

General

Field Properties

Field Size: Long Integer

New Values: Increment

Format:

Caption:

Indexed: Yes (No Duplicates)

Text Align: General

The data type determines the kind of values that users can store in the field. Press F1 for help on data types.

Design view. F6 = Switch panes. F1 = Help.

Num Lock

Type here to search

6:51 PM

4/23/2023



What is the purpose of a relationship in Access?

- a. To join two or more tables based on a common field
- b. To sort records in a table
- c. To create a backup of a database
- d. To display data in a table



Answer: A

Which Access data type is used to store a large amount of text?

- a. Text
- b. Memo
- c. Date/Time
- d. Number

Answer: b. Memo

Screenshot of Microsoft Access 2016 showing the Table Design ribbon tab selected. The 'Data Type' dropdown menu is open for the 'ID' field of 'Table1'. The 'AutoNumber' option is selected. The 'Description (Optional)' column is empty. The 'Field Properties' pane shows 'Field Size: Long Integer' and 'New Values: Increment'. A tooltip at the bottom right states: 'The data type determines the kind of values that users can store in the field. Press F1 for help on data types.'

File Home Create External Data Database Tools Help Table Design Database26 : Database- C:\Users\DELL\Documents\Database26.accdb (Access 2007 - 2016 file for... Shakti Prasad Nath

Views Primary Key Tools Insert Rows Delete Rows Modify Lookups Property Sheet Show/Hide Create Data Macros Rename/ Delete Macro Field, Record & Table Events Relationships Object Dependencies Relationships

All Access Objects

Tables Table1 Table2

Field Name	Data Type	Description (Optional)
ID	AutoNumber	

ID

AutoNumber

Short Text

Long Text

Number

Large Number

Date/Time

Date/Time Extended

Currency

AutoNumber

Yes/No

OLE Object

Hyperlink

Attachment

Calculated

Lookup Wizard...

General Lookup

Field Properties

Field Size: Long Integer
New Values: Increment
Format
Caption
Indexed: Yes (No Duplicates)
Text Align: General

The data type determines the kind of values that users can store in the field. Press F1 for help on data types.

Design view. F6 = Switch panes. F1 = Help.

Num Lock

Type here to search

6:51 PM 4/23/2023



The key difference between short text and long text data type is that the former can hold up to 255 characters while the latter can store up to 65,536 characters. The length of a field with this data type is limited to 255 characters, which is determined by field size. 23 Jul 2021



Brainly.in

<https://brainly.in> › Computer Science › Secondary School

difference between short text and long text data type - Brainly.in

What is the purpose of a foreign key in Access?

- a. To establish a relationship between two tables
- b. To sort records in a table
- c. To uniquely identify each record in a table
- d. To delete records from a table

Answer: a. To establish a relationship between two tables

The purpose of a foreign key in Microsoft Access is to establish and maintain a link between data in two tables. This helps to control the data that can be stored in the foreign key table.



Here are some other benefits of using foreign keys:

Avoids duplicate data

Foreign keys allow you to avoid storing the same data repeatedly. For example, you can use a foreign key to reference a user's unique row in the users table to get their name and other information.

Prevents erroneous data

Foreign key constraints prevent actions that could damage the links between tables and add erroneous data to the foreign key column.

Establishes consistent relationships

Foreign keys help to establish and enforce consistent relationships within data.

Which Access object is used to create a query that prompts the user to enter criteria at runtime?

- a. Form
- b. Table
- c. Parameter query
- d. Report

Answer: c. Parameter query

A parameter query in Microsoft Access is a query that asks for criteria when run, allowing users to reuse the same query without having to edit the criteria each time.

Parameter queries are useful when the same query needs to be repeated with different criteria.



Here are some things to know about parameter queries:

How to create a parameter query

Create a query, locate the fields where the variable criteria will appear, type the phrase to appear in the prompt, and then run the query.

What types of queries can have parameters

Parameters can be added to select, crosstab, append, make-table, and update queries.

How parameters are displayed

For each parameter, a separate dialog box will appear to prompt the user for a value.

Which Access view is used to enter and edit data in a table?

- a. Datasheet view
- b. Design view
- c. PivotTable view
- d. Report view



Answer: a. Datasheet view

What is the purpose of a validation rule in Access?

- a. To restrict data entry based on specified criteria
- b. To sort records in a table
- c. To delete records from a table
- d. To display data in a table



Answer: A

Which Access object is used to create a report that summarizes data in a table or query?

- a. Form
- b. Table
- c. Query
- d. Report



Answer: d. Report

The arranging of data in a logical sequence is called

- A. Sorting**
- B. Classifying**
- C. Reproducing**
- D. Summarizing**



Answer: Option A

Database44 : Database- C:\Users\DELL\OneDrive\Desktop\{27} WhatsApp_files\Documents\Database44.accdb (Access 2007 - 2016 file format) - Access

Shaktiprasad Nath

File Home Create External Data Database Tools Help Form Layout Design Arrange Format Tell me what you want to do

View Clipboard Sort & Filter Records Text Formatting

Views Filter Advanced Refresh All Save More Find Go To Select

All Access Obj... Table1 Table1

Search... Tables Table1

Table1

ID (New)

Record: 1 of 1 No Filter Search

Layout View

Type here to search

Caps Lock Num Lock

3:08 PM 8/15/2024

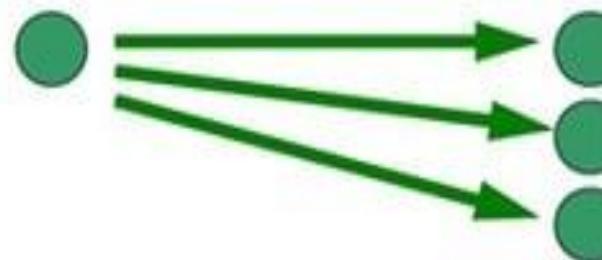
This screenshot shows a Microsoft Access 2016 database window. The title bar indicates the database is named 'Database44' and is located at 'C:\Users\DELL\OneDrive\Desktop\{27} WhatsApp_files\Documents\Database44.accdb'. The 'Home' tab is selected in the ribbon. The main area displays a table named 'Table1' with one column labeled 'ID' and one record '(New)'. The status bar at the bottom shows the record count as '1 of 1', and the system tray shows the date and time as '3:08 PM 8/15/2024'.

Understanding Relationships in Access databases

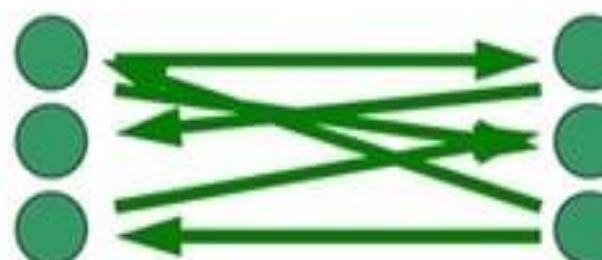
One to one relationships connect one entity to one other entity:



One to many relationships connect one entity to one or more other entities:



Many to many relationships connect many entities to many other entities:



48. What is the purpose of the description column in table design view?

- A. To define the data type applied to each field within the table**
- B. To describe the data that should be entered in each field**
- C. To enter lookup data that the field should refer to.**
- D. None of the above**

Answer: Option B

Database44: Database - C:\Users\DELL\OneDrive\Desktop\WhatsApp_files\Documents\Database44.accdb (Access 2007 - 2016 file format) - Access

Shaktiprasad Nath

File Home Create External Data Database Tools Help Table Design Tell me what you want to do

Views Primary Key Builder Test Validation Rules Modify Lookups

Insert Rows Delete Rows Property Sheet Indexes Create Data Macros Rename/ Delete Macro Relationships Object Dependencies

Views All Access Obj... Search... Tables Table1

Table1 X Table1 X Table2 X

Field Name Data Type Description (Optional)

ID AutoNumber

Field Properties

General Lookup

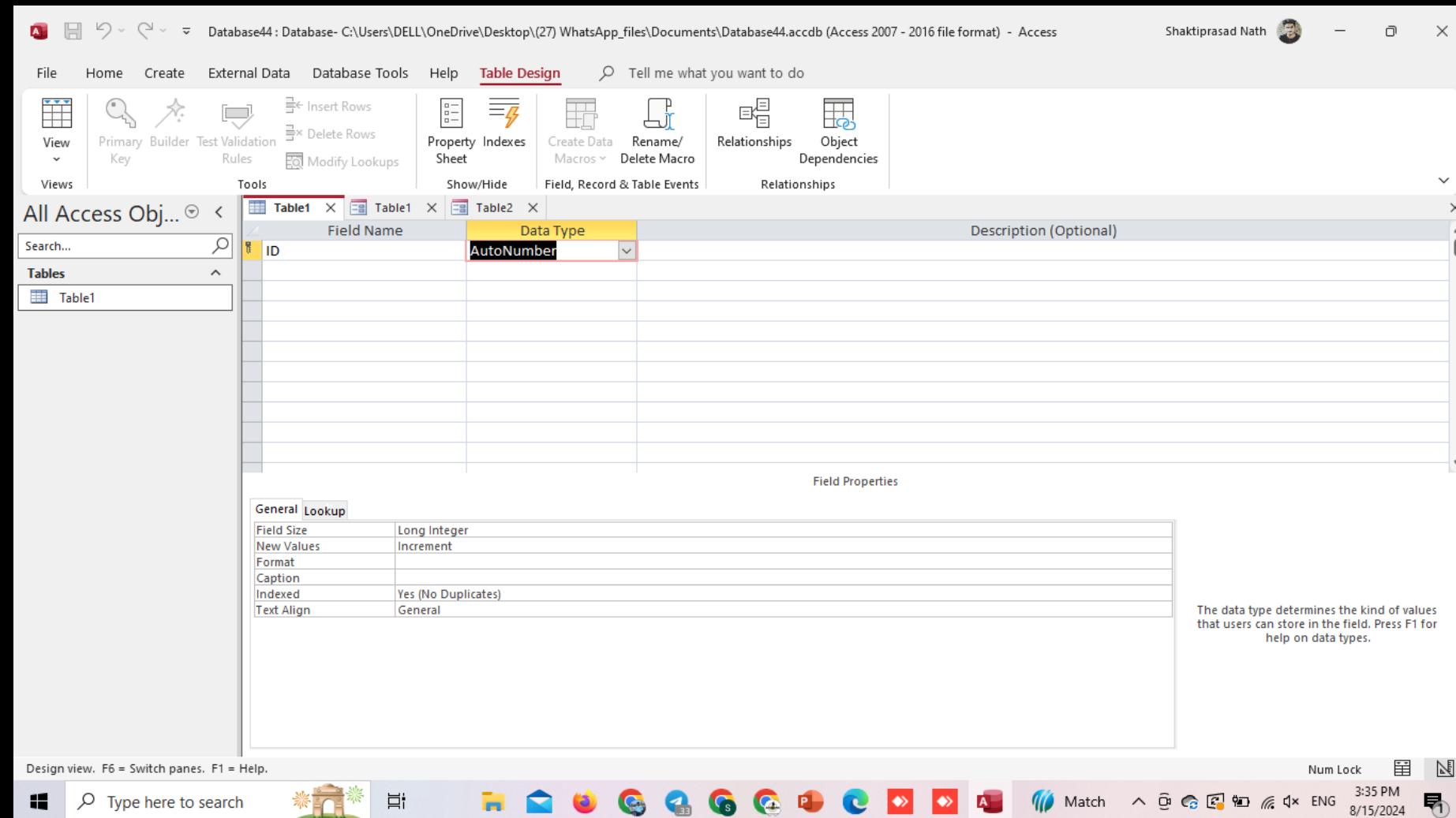
Field Size	Long Integer
New Values	Increment
Format	
Caption	
Indexed	Yes (No Duplicates)
Text Align	General

The data type determines the kind of values that users can store in the field. Press F1 for help on data types.

Design view. F6 = Switch panes. F1 = Help.

Type here to search

Num Lock 3:35 PM 8/15/2024





Which field type can store photos?

- A. Hyperlink**
- B. OLE**
- C. Both of these can be used**
- D. Access tables can't store photos**



Answer: Option B

If you are creating a cross-tab query, what must table you are querying contain?

- A. Lots of confusing information**
- B. More than 100 records**
- C. At least one field**
- D. None of the above**

Which of the following is NOT a valid data type in MS Access?**

- A) Text**
- B) Number**
- C) Date/Time**
- D) Graphic**



Answer: D) Graphic**

In MS Access, what is a table?**

- A) A collection of data organized in rows and columns**
- B) A set of commands**
- C) A collection of formulas**
- D) A place to design reports**



Answer: A) A collection of data organized in rows and columns**

What is the purpose of a primary key in MS Access?**

- A) To allow multiple keys**
- B) To uniquely identify each record in a table**
- C) To link tables together**
- D) To sort data in descending order**



Answer: B) To uniquely identify each record in a table**



Which object in MS Access is used to retrieve specific data by applying a filter?**

- A) Form**
- B) Query**
- C) Table**
- D) Report**



Answer: B) Query**

Which of the following is found under the "Home" tab in MS Access?**

- A) Relationships**
- B) Design View**
- C) Copy and Paste**
- D) Macros**



Answer: C) Copy and Paste**

In the "Home" tab of MS Access, which group contains options like "Cut," "Copy," and "Paste"?**

- A) Clipboard**
- B) Sort & Filter**
- C) Records**
- D) Text Formatting**



Answer: A) Clipboard**

The "Sort Ascending" and "Sort Descending" options in the Home tab are part of which group?**

- A) Find**
- B) Sort & Filter**
- C) Clipboard**
- D) Text Formatting**



Answer: B) Sort & Filter**



Which command under the "Home" tab helps to find specific data within a table or query?**

- A) Filter**
- B) Find**
- C) Paste**
- D) AutoFormat**



Answer: B) Find**

In the "Home" tab of MS Access, which group contains the "New," "Save," and "Delete" options for records?**

- A) Views**
- B) Clipboard**
- C) Records**
- D) Font**



Answer: C) Records**

Which of the following actions can be performed from the "Home" tab in MS Access?**

- A) Apply a filter to data**
- B) Create a new report**
- C) Build a query**
- D) Set up a relationship between tables**



Answer: A) Apply a filter to data**

In the "Home" tab, the "View" button allows you to switch between which two views?**

- A) Table Design View and Form View**
- B) Datasheet View and Design View**
- C) Report View and Print Preview**
- D) Layout View and SQL View**



Answer: B) Datasheet View and Design View**

What does the "Refresh All" button in the Home tab do?**

- A) Clears all filters applied**
- B) Reloads the latest data from the database**
- C) Deletes all records**
- D) Sorts all records in ascending order**



Answer: B) Reloads the latest data from the database**



Which option under the "Home" tab allows you to filter records based on criteria?**

- A) View**
- B) Sort Ascending**
- C) Filter by Form**
- D) Macro**



Answer: C) Filter by Form**

Which object can be created using the "Table" group under the "Create" tab in MS Access?**

- A) Query**
- B) Form**
- C) Table**
- D) Report**



Answer: C) Table**

Which of the following options under the "Create" tab allows you to quickly build a form based on a selected table or query?**

- A) Query Design**
- B) Report Wizard**
- C) Form Wizard**
- D) Form**



Answer: D) Form**

In the "Create" tab, which tool allows you to design a new query from scratch using a graphical interface?**

- A) Query Wizard**
- B) Query Design**
- C) Simple Query**
- D) SQL View**



Answer: B) Query Design**



Which of the following objects can be created using the "Reports" group under the "Create" tab?**

- A) Table**
- B) Form**
- C) Macro**
- D) Report**



Answer: D) Report**

If you want to create a new table from an existing Excel file, which option under the "Create" tab will help you import the file?**

- A) Form Wizard**
- B) Report Design**
- C) Table Design**
- D) External Data**



Answer: D) External Data**

The "Application Parts" option under the "Create" tab is used for:**

- A) Creating relationships between tables**
- B) Adding predefined templates or parts to a database**
- C) Running macros**
- D) Importing data**



Answer: B) Adding predefined templates or parts to a database**



What type of form can be created using the "Multiple Items" option in the "Forms" group under the "Create" tab?**

- A) A form displaying only one record at a time**
- B) A form that allows editing of multiple records simultaneously**
- C) A form to create relationships**
- D) A form to generate reports**



Answer: B) A form that allows editing of multiple records simultaneously**

In the "Create" tab, which tool would you use to build a report that provides a detailed view of data, with control over layout and design?**

- A) Form Wizard**
- B) Report Design**
- C) Report Wizard**
- D) Table**



Answer: B) Report Design**

Which of the following can be created using the "Macros & Code" group under the "Create" tab?**

- A) Macros**
- B) Tables**
- C) Queries**
- D) Reports**



Answer: A) Macros**

What does the "Blank Form" option under the "Forms" group in the "Create" tab do?**

- A) Opens a template form**
- B) Automatically generates a form with fields**
- C) Creates a new, empty form that can be customized**
- D) Imports a form from another database**



Answer: C) Creates a new, empty form
that can be customized**

Which of the following can be imported using the "Import & Link" group under the "External Data" tab?**

- A) Word Document**
- B) Excel Workbook**
- C) PDF File**
- D) PowerPoint Presentation**



Answer: B) Excel Workbook**

In the "External Data" tab, which option allows you to link to data stored in another database?**

- A) Import Data**
- B) Export Data**
- C) Link Data**
- D) Save Data**



Answer: C) Link Data**

Which of the following file formats can be directly exported from MS Access using the "External Data" tab?**

- A) .mp3
- B) .xml
- C) .jpeg
- D) .txt



Answer: B) .xml**

If you want to save your query results as an Excel file, which option under the "External Data" tab would you use?**

- A) Export to Word**
- B) Export to Excel**
- C) Import from Excel**
- D) Collect Data**



Answer: B) Export to Excel**

Which of the following options under the "Database Tools" tab allows you to create a relationship between two tables?**

- A) Query Design**
- B) Relationships**
- C) Table Design**
- D) Form Design**



Answer: B) Relationships**



In the "Database Tools" tab, which tool allows you to analyze and improve database performance?**

- A) Compact & Repair**
- B) Analyze Table**
- C) Performance Analyzer**
- D) Object Dependencies**



Answer: C) Performance Analyzer**

What does the "Compact & Repair Database" option under the "Database Tools" tab do?**

- A) Backs up the database**
- B) Shrinks the size of the database and fixes corruption issues**
- C) Splits the database into two parts**
- D) Encrypts the database**



Answer: B) Shrinks the size of the database and fixes corruption issues**

Which tool under the "Database Tools" tab would you use to set a password to protect your database?**

- A) Compact & Repair**
- B) Encrypt with Password**
- C) Linked Table Manager**
- D) Relationships**



Answer: B) Encrypt with Password**



Which feature under the "Database Tools" tab can you use to run automated tasks or commands in your database?**

- A) Performance Analyzer**
- B) Relationships**
- C) Macro**
- D) Linked Table Manager**



Answer: C) Macro**

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A crosstab query is a way to group and summarize data in a grid format, making it easier to read and understand. 

How it works

A crosstab query groups data into categories based on values from multiple fields in a database. It then calculates a sum, average, or other aggregate function for the groups and displays the results in a grid. 

What it's used for

Crosstab queries can be used to check how often people respond to a topic, compare what different groups say about a theme, and more. 

How to create one

In Microsoft Access, you can create a crosstab query by clicking Create, then Query Wizard, and then double-clicking Crosstab Query Wizard. 



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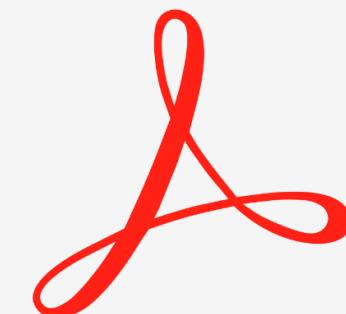
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